

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: April 26, 2017 Closing Date: May 8, 2017

**PARALEGAL
Criminal Division, Violent Criminal Enterprises Unit
New Castle County**

Job Responsibilities and Duties: This unique paralegal position provides expertise and administrative support to all Deputy Attorneys General assigned to the Criminal Division, Violent Criminal Enterprises Unit (“VCE Unit”), in New Castle County. This paralegal assists prosecutors in managing, maintaining, and prosecuting a complex felony caseload to include wiretap, organized crime, gang, “lang” (loosely affiliated neighborhood gangs) cases, Superior Court drug cases, and Title 16 forfeiture matters. This paralegal researches, prepares, and processes legal documents, and also assists Deputy Attorneys General in preparing cases for trial by procuring and processing discovery, engaging in some victim and witness contact, scheduling interviews, preparing exhibits for trial, and obtaining reports and other information from police agencies and professional partners. This includes interfacing with the laboratories that test controlled substances for the State of Delaware and confirming that the testing reports are obtained in a timely manner. This paralegal also gathers and tracks statistical information and maintains evidence and case management databases for the VCE.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate’s degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor’s degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor’s degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor’s degree **AND** one year of law school

Internal applicants: Please send an updated resume or a summary of work experience to the Director of Human Resources.

External applicants: It is required to submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.